

I.	<u>Position Title:</u>	Community Events Director	<u>Revision Date:</u>	03/16
			<u>EEO Category:</u>	Official/Admin.
			<u>Status:</u>	Exempt (Executive)
			<u>Control No:</u>	20109

Under the general supervision of the Assistant Chief Administrative Officer, manages the Community Events division, Sandy City Amphitheater and serves as the Executive Director of the Sandy Arts Guild.

- Coordinate efforts of the Sandy Arts Guild Board with staff responsibilities.
- Oversee Board relations.
- Oversee board retention and replacement.
- Serve as the Artistic Director.
- Program the season of theatrical productions.
- Oversee the selection of production team members for Arts Guild production.
- Oversee the creation of letters of agreement for production team members and asset coordinators.
- Foster positive relationships with other arts organizations to enhance cooperation for production needs, help facilitate cost savings and foster a cooperative spirit to help all organizations achieve their goals.
- Oversee fundraising events to maximize results.

- Oversee the rental of sets, props and costumes.
- Oversee grant money provided from the General Fund.
- Serve as a liaison with organizations receiving grant funds, including the Mountain West Ballet and the orchestra and chorus of Sandy City.
- Write grant contracts with organizations receiving grant support from Sandy City.
- Troubleshoot production difficulties and step in to facilitate solutions as needed.
- Maximize locations and opportunities for Sandy Arts Guild events and productions.
- Coordinate communication and annual calendar with Canyons School District for the use of the Theater at Mount Jordan.

Division Support:

- Design and create all elements required to present all events/productions for Community Events, the Sandy Amphitheater and the Sandy Arts Guild.
- Create messages for the Sandy Amphitheater Marquee.
- Approve payroll for division.
- Oversee the marketing of all division events and productions.
- Oversee bids, purchasing, check requests and p-card and credit card uses and procedures.
- Develop, administer and monitor the division budget.
- Respond to public inquiries about Community Events, the Sandy Amphitheater and the Sandy Arts Guild.
- Compile and produce tracking information for the annual budget and as a means to track progress in all divisions.
- Oversee the creation and maintenance of a customer, vendor, sponsor and participant database.
- Supervise all hiring, training, motivating, evaluating, scheduling, disciplining and direction of full-time, part-time and seasonal/PTNB staff members and volunteers.
- Oversee safety procedures.
- Plan yearly calendar.
- Resolve disputes as they arise.
- Serve on various City and community committees as requested.

IV. Marginal Duties:

- Participate in television and radio interviews as necessary.
- Emcee events as needed.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in Arts Management, Communications, Public Relations, Business Management, Public Administration, Marketing, Cultural Arts Administration or related field required; master's degree preferred.

Experience: Requires five years of related experience with progressively increasing responsibilities, including at least three years of supervisory experience; some experience in performance auditing preferred.

Certificates/Licenses: Valid Utah Driver's License is required.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Entertainment programming; broad knowledge about the entertainment industry including artists; City and department policies and procedures; management, instruction and supervisory techniques; budgeting, planning and problem solving techniques.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money and tools and for making decisions which affect the activities of staff and volunteers; planning, organizing and delegating division assignments and responsibilities.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; regular and frequent contact with the media, performers, sponsors, community groups and persons of high rank, requiring tact and judgment to deal with and influence people; requires well developed sense of strategy and timing; communicate effectively verbally and in writing;

Tool, Machine, Equipment Operation: Regular use of a City vehicle; frequent use of computer, printer, telephone and software programs including Microsoft Word and Excel, GroupWise, Adobe programs, InDesign, Photoshop After Effects and Illustrator.

Analytical Ability: Organize, delegate and establish meaningful goals; prioritize tasks; establish effective working relationships with employees and the public.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion and the need to stand for long periods of time; a moderate amount of lifting (up to 50 lbs) may be required.

Work Environment: Generally comfortable working conditions with some field work at performance and event sites. The noise level in the work environment is usually moderate, but possible increased noise exposure is expected while attending events. Great mental effort is required daily; great pressure and fatigue are present in this position due to daily exposure to deadlines and other job related pressures; occasional exposure to dangerous situations; constant attendance is required; work assignments are broad and performed with minimal supervision; regular evenings and weekend work; frequent holiday work. Sometimes work is required in inclement weather.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____